

SUMMONS SERVICE EXECUTED

This process shows the steps and screens required for an attorney to electronically file the summons evidencing service upon the defendant(s) in an adversary proceeding. Said summons was previously issued by the Bankruptcy Court and returned to you as counsel for the plaintiff(s) for service upon the defendant(s) along with the complaint.

STEP 1 Click on the Adversary hyperlink on the CM/ECF Main Menu Bar. (See Figure 1.)



Figure 1

STEP 2 The **ADVERSARY EVENTS** screen displays. (See Figure 2.)

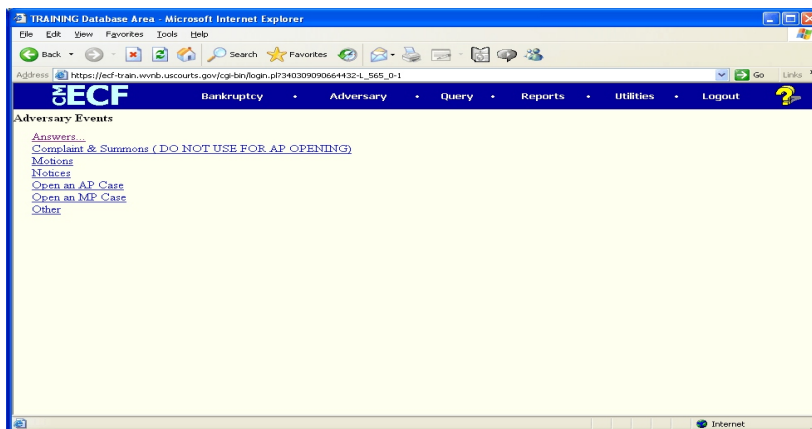


Figure 2

- ◆ Click the Complaint & Summons hyperlink.

STEP 3 The **CASE NUMBER** screen displays. (See Figure 3.)

- ◆ Enter the case number
- ◆ Click **[Next]** to continue.

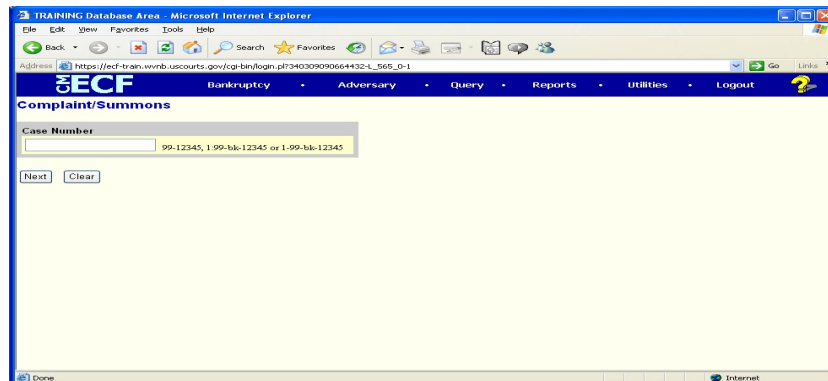
A screenshot of a Microsoft Internet Explorer browser window displaying the ECF (Electronic Case Filing) system. The address bar shows a URL from the uscourts.gov domain. The page title is 'Complaint/Summons'. Below the title, there is a 'Case Number' label and a text input field. A dropdown menu is open from the input field, showing the text '99-12345, 1-99-bk-12345 or 1-99-bk-12345'. Below the input field are two buttons: 'Next' and 'Clear'. The 'Next' button is highlighted with a yellow background.

Figure 3

STEP 4 This screen may appear if there is more than one case that matches the number entered. (See Figure 4.)

- ◆ Select the appropriate case.
- ◆ Click **[Next]** to continue.

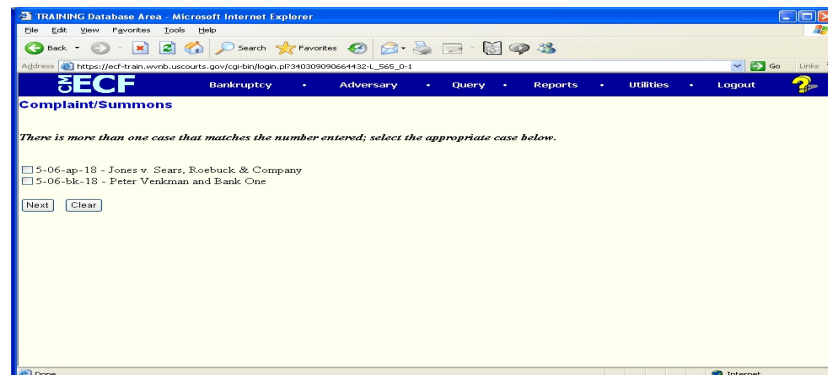
A screenshot of the ECF system showing a selection screen. The message reads: 'There is more than one case that matches the number entered; select the appropriate case below.' Below the message, two cases are listed, each with an unchecked checkbox: '5-06-ap-18 - Jones v. Sears, Roebuck & Company' and '5-06-bk-18 - Peter Venkman and Bank One'. At the bottom of the list are 'Next' and 'Clear' buttons. The 'Next' button is highlighted with a yellow background.

Figure 4

STEP 5 The **DOCUMENT TYPE SELECTION** screen displays. (See **Figure 5**.)

- ◆ Verify case number and case name.
- ◆ Select Summons Service Executed.
- ◆ Click **[Next]** to continue.

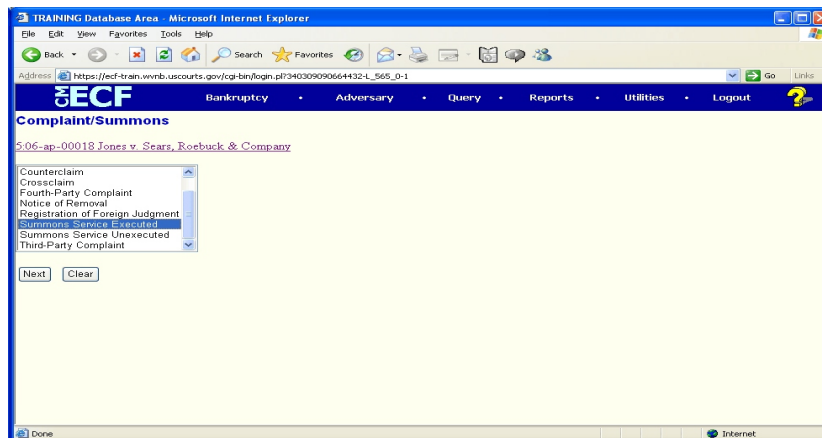


Figure 5

STEP 6 The **pdf SELECTION** screen displays. (See **Figure 6**.)

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it.
- ◆ In the **File Upload** screen, change **Files of type:** to **All Files(*.*)**.

NOTE: If you wish to view the image before selecting to be sure you have chosen the correct file, before double-clicking, first right click on the highlighted filename and click on **open**. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image.

- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information.)
- ◆ Click **[Next]** to continue.

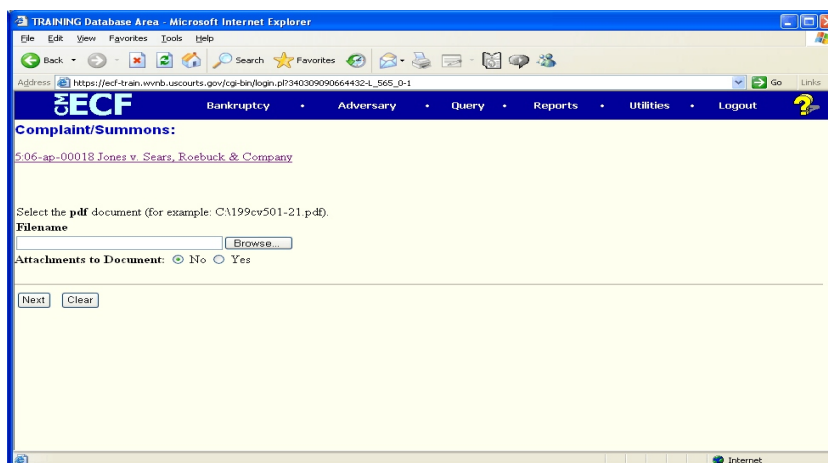


Figure 6

STEP 7 The **SELECT THE PARTY SERVED** screen appears. (See Figure 7.)

- ◆ Select the defendant(s) who were served with the summons and complaint.
- ◆ Click **[Next]** to continue

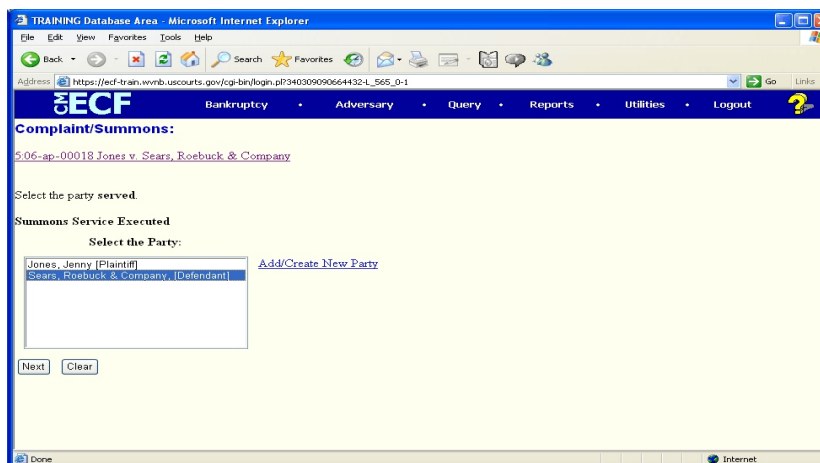


Figure 7

STEP 8 The **Enter Date Served** screen appears. (See Figure 8.)

- ◆ Enter the date the defendant(s) were served with the summons and complaint.

NOTE: Please note that the date defaults to the present date.

- ◆ Click **[Next]** to continue.

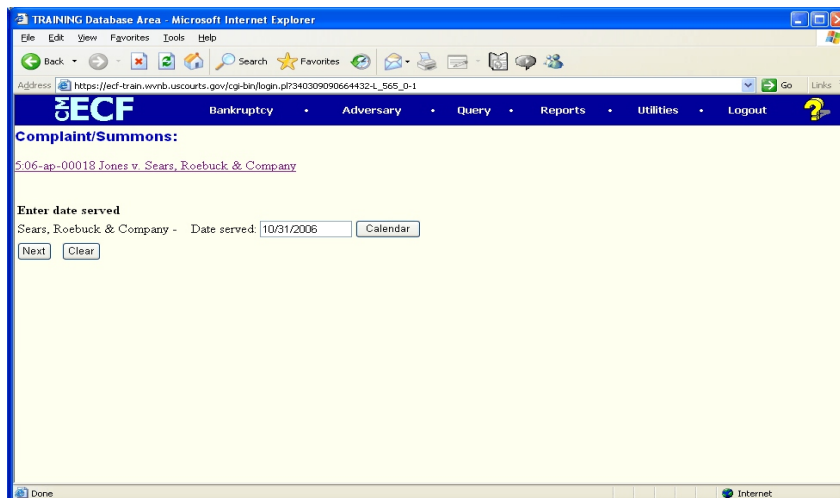
A screenshot of a Microsoft Internet Explorer browser window displaying the ECF TRAINING Database Area. The address bar shows a URL from the uscourts.gov domain. The page has a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is titled 'Complaint/Summons:' and shows a case entry for '5:06-ap-00018 Jones v. Sears, Roebuck & Company'. Below this, there is a section 'Enter date served' with the text 'Sears, Roebuck & Company - Date served: 10/31/2006' and a 'Calendar' button. At the bottom of this section are 'Next' and 'Clear' buttons.

Figure 8

STEP 9 The **Docket Text: Modify as Appropriate** screen displays. (See Figure 9.)

- ◆ Verify the accuracy of the Docket Text.
- ◆ You may enter additional text in the white box if necessary and/or select appropriate text from the blue drop-down menu. It should not be necessary to expand on this docket entry though.
- ◆ Click **[Next]** to continue

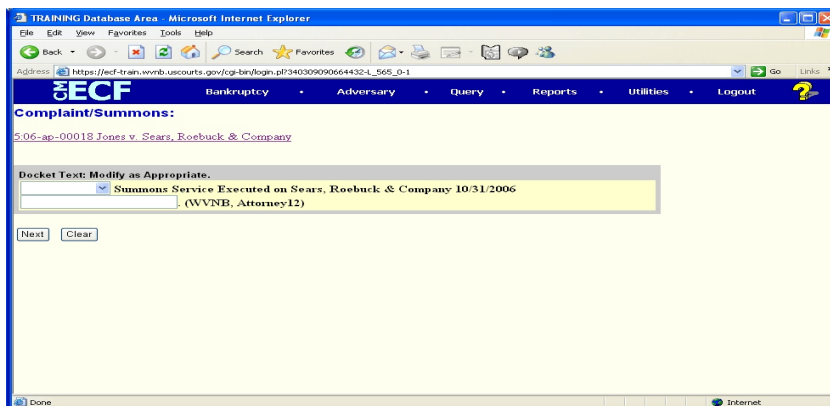
A screenshot of the same ECF TRAINING Database Area, but at a different step. The page title is 'Docket Text: Modify as Appropriate.'. It features a blue drop-down menu with the text 'Summons Service Executed on Sears, Roebuck & Company 10/31/2006' and a white text box containing '(WVNB, Attorney12)'. Below these are 'Next' and 'Clear' buttons.

Figure 9

- STEP 10** The **Final Approval** screen displays. (See Figure 10.)
- ◆ Verify the Final Docket Text. Read the warning message.
 - ◆ If the Final Docket Text is **correct**:
 - ◆ Click **[Next]** to continue and officially submit the document.
 - ◆ If the Final Docket Text is **incorrect**:
 - ◆ Click the browser **[Back]** button to find the error(s) and then proceed with the event.
 - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

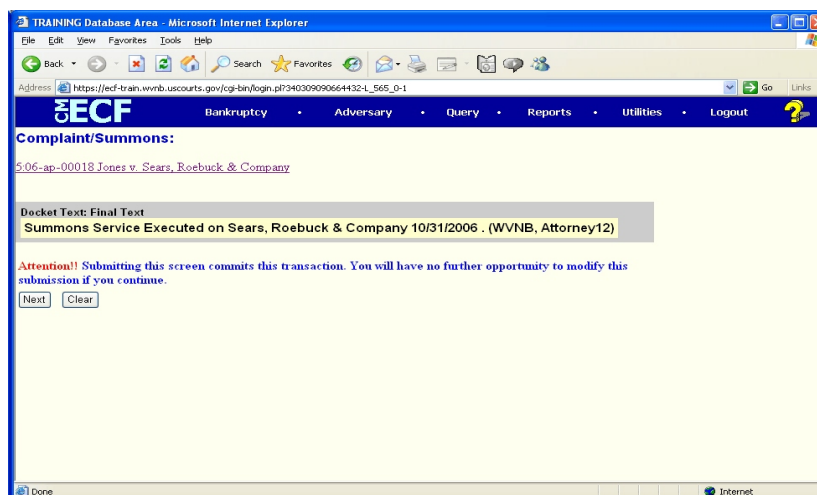


Figure 10

- STEP 11** The **NOTICE OF ELECTRONIC FILING** screen appears. (See Figure 11.)
- ◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies that the document is now an official court document.
 - ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
 - ◆ Clicking on the document number hypertext link will present the

PDF Image of the document just filed.

- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.

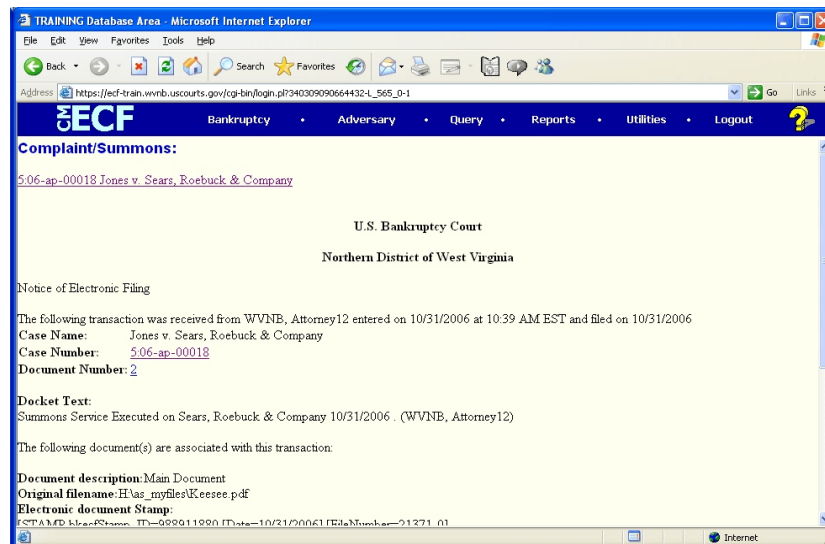


Figure 11